e-Portfolios

Digication training objective
The objective is to learn the tools and features of Digication and gain the essential skills to use Digication to develop an electronic portfolio.

What you can expect to learn from this class

- Logging into Digication
- Creating and delete Digication e-Portfolio
- Choosing templates
- Reviewing user profile settings
- Reviewing portfolio access permissions
- Creating portfolio sections, pages, and modules
- Adding content to your portfolio using modules
- Adding comments and conversations
- Customizing directory icon, header image and page background
- Previewing and publishing your portfolio

Benefits of an e-Portfolio

- Showcase your best works
- Progress assessment
- Job search; present to employers
- Share with family and friends

Access:

http://usfca.digication.com or via myUSF > Learning Technologies tab

Self-enroll for an account:

Now you can self-register for an account by logging into http://usfca.digication.com. Simply provide your full name and username to setup your account.
Electronic Portfolios
Digication is an e-Portfolio tool for showcasing student work and achievements. Digication makes it easy for teachers and students to share ePortfolios.

I. Create, Setup and Permissions

1. Log to http://usfca.digication.com and click Login. Authenticate with your myUSF username and password.
2. After logging-in, you will be taken to the Home tab where you can see all your own portfolios, create new portfolios or manage your portfolios.
3. If you choose the e-Portfolios tab, then you can see all portfolios, or search By Person, or By Course.
4. To create a new portfolio, click the Create button next to the My e-Portfolios section.
5. Add a descriptive title. (Your e-Portfolio title will show up at the top of your e-Portfolio. We recommend you to use your first and last name.)
6. A URL for your portfolio is generated based upon the title that you added.
7. Choose a Template.

8. To use templates with the University of San Francisco branding, click More Templates and choose University of San Francisco Templates.

9. Select desired template and click the Select button to finish. (Choose your course template if it's available.)
Permissions

To control who can view and edit your portfolio, choose from the three options:

1. **Private to me**: viewable only by you.
2. **Private within University of San Francisco**: viewable by users at University of San Francisco.

**IMPORTANT:**

If you choose this second option, you MUST continue to click the Custom Permissions link and enter the user’s name you allow to access your portfolio. The person you are sharing must have a Digitation account and have to login. You can assign different ROLE to him/her as followings:

- **Viewer**: can view your e-Portfolio
- **Editor**: can edit your e-Portfolio but not publish
- **Publisher**: can edit and publish your e-Portfolio
- **Admin**: can edit e-Portfolio settings including adding and removing users edit and publish your e-Portfolio.

![Custom Permissions](image1)

![Permissions](image2)
3. **Public:** viewable by anyone and searchable by Google and other search engines. (Select this option to share your portfolio with people outside USF such as employers.)

**Tagging**
Tags are keywords that you or others who have access to your e-Portfolio can assign to the e-Portfolio pages. Tags make it easier to find individual pages of the portfolio in searches. You can turn tagging on or off at any time.

**Comments**
Choose a comment option, and how you want to show comments.

**Conversations**
Highlight portions of your text and start a conversation. Check the box “Yes, Enable Conversations” to enable this feature.

**Finish Creating your e-Portfolio**
When you are done with configuring all items, click Create new e-Portfolio button.

**II. Start editing after setup**
The tabs at the top left on the page let you switch among editing and viewing modes.
• **Edit**: When you log in and view your portfolio, you first see it in Edit Mode. Edit Mode (the Edit tab) displays all your editing options for adding Sections, Pages and Modules.

• **Preview**: Click the Preview tab to preview your draft changes before you publish them to ensure that they are what you want.

• **Published**: Click the Published tab to display the published version of your portfolio—what your e-Portfolio visitors see. It does not display anything saved as a draft.

---

**UNIVERSITY OF SAN FRANCISCO**

---

**Step I. Creating a Section**

Before adding content to your e-Portfolio, plan the structure of it. Also, remember that you can create more than one e-Portfolio with your account, so you do not need to fit all your projects or content into one e-Portfolio.

What sections would best represent the work, information, topics, or achievements that you will present in your e-Portfolio? Within each section, what pages will you need to organize your content? You can modify these sections and pages later, but you need an initial structure to get started.

**Adding and Editing Sections**

1. To add a section, make sure you are viewing your e-Portfolio in **Edit Mode**.  
2. Then click the **Add/Edit** tab and click **Add Section**.  
3. Enter **Section name** and click **Save**.  
4. To **reorder sections**, simply **drag and drop** a section left or right to a new position.
5. To rename sections, click the Edit icon next to the section name, replace and click Save.

Step II. Creating Pages

Add e-Portfolio pages
1. Make sure the Edit tab is highlighted.
2. In the View Sections area, click the section to which you want to add pages. (In the above example, the section Portfolio was selected.)
3. Click the Add/Edit tab next to View pages.
4. To add a new page, click the Add Page button at the right.
5. Enter the page name, and click the Save button.
Change page name
1. From Add/Edit tab, click the Edit icon.
2. Click Save when you are finished.

Delete a page
1. From Add/Edit tab, click the Edit icon.
2. Click the red 'Delete this Page' link.

Step III. Creating Modules
To add and edit content within your e-Portfolio, you much be in Edit mode. Select a section and a page within your e-Portfolio for which you want to add or edit content. The basic building block of structuring a page is a Module. Modules define what kind of content can be added and also the layout of this content within the page. You can add multiple modules to a page for flexibility in how you customize the presentation of your work.

There are several types of Modules from which you can choose to build your page:

**Image/Video/Audio Module**
The Image/Video/Audio module enables you to display a single large piece of media, such as a movie, image, or an audio file.

**Rich Text Module**
The Rich Text module provides a rich text area that can contain formatted text and display links, files, and images in-line.

**Gallery Module**
The Gallery module gives you the flexibility of presenting multiple images on a page, using thumbnails or simple numbering across the page to link to large images. Each image has a rich text caption field as well. You are advised to prep your images and crop them appropraitely before you upload.

**Contact Form Module**
For added security and to avoid unsolicited e-mails, the Contact Form module enables you to be contacted through your e-Portfolio by email without publishing your email address.

You can choose multiple modules for each page you create. The variety of layouts enable you to choose ones that will best present your work.

Add a new Module to a Page
1. Click to Add A Module.
2. Select a module type, and click Add This Module.
3. **Note:** You can have more than one module in your page.
Module Options
After you finish adding a Module of any text or media type by clicking **Save**, several buttons and tabs are available as options.

These buttons are at the top of the page:

- **Add A Module**: Add another module to the current page.
- **Publish All**: Publish any saved media or text modules to your e-Portfolio. This is especially helpful when there are multiple modules on a page.

These tabs are in a row below the buttons:

- **View Media or View Text**: Display your saved but not published module content.
- **Edit**: Add and edit module content.
- **Publish**: Publish a specific module within your e-Portfolio.
- **Delete**: Erase the module from the page.
- **Drag to reorder**: Rearrange modules on a page.
Add Rich Text

1. Click the Add a Module option.
2. Choose Rich Text under the Basic section of the menu. Then click Add this Module.
3. INSERT FILE: To link to a document or a PDF file, click the Insert File button. Browse for file, then Insert and Save. (Use this option to create a linked text on your page, see below.)
4. INSERT MEDIA: To insert an image, audio, video or PDF, click the Insert Media button. Browse for file, then Insert and Save. (Use this option to embed a PDF document on your page, see below.)

*Note: Insert Media in Rich Text module has the same effect as using the Image/Video/Audio module.
1. Click the Edit tab to change existing content. Click Save after every change.
To insert link to another website

1. Highlight the text, and choose the Insert/Edit icon > enter URL.
2. Target: choose ‘Open link in a new window’, and click Insert.

To insert email link

1. Highlight the text, and choose the Insert/Edit icon > enter mailto:xxx@usfca.edu. Then, click Insert.

To link to a file

1. Highlight the text, and choose the Insert File icon.
2. Browse for file and click Insert.

Add Image/Video/Audio from computer

1. Click the Add a Module option.
2. Choose Image, Video Audio under the Basic section of the menu. Then click Add this Module.
3. Click on the Replace This Media option.
4. Click Choose a File, browse for the image/video/audio you like.
5. Click Ok.

Add Media from the Web

1. Click the Video from Web tab.
2. From the Embed Source drop-down list, select the Web service from which to upload the video content.
3. In the Embed field, enter the URL (web address) or embed code of the video file.
4. Click the Done button at the bottom of the screen to add the video to the module.

Add a Gallery (You need to select multiple photos to create a gallery)

1. Choose the Gallery module, and then click Add This Module.
2. Click Add Media, and choose multiple files to upload. (Crop all your images before you upload.) Click Done after you are finished.
3. Click View Gallery to preview.
Add Social Media Elements e.g. Twitter

1. Choose the Social module, and then click Add This Module.
2. Click Add Media, and choose files to upload. Click Done.
To add Contact Form:
1. Choose the Contact Form module, and then click Add This Module.
2. Simply click Save.

Reorder Modules
1. Use the Drag to reorder tab and drag up-and-down to the desired place on the page.

Delete Modules
1. Click the Delete tab on top of the module you wish to delete.
2. Check the box next to “Yes, permanently delete this module.”
3. Click Delete button.

III. Drafts, Preview and Publish
Whether you choose to add media from your computer or from the web, your media is first saved within the Image/Video module as a draft. A draft is visible by any Administrators, Publishers, and Editors of your portfolio. Drafts are not visible by viewers of your portfolio. Modules saved as drafts have the word DRAFT in red. To make the media visible to views of your portfolio you must publish the module.
Publishing Modules
To view information on changes to your module before you publish them, click the Publish tab. This tab lists any unpublished changes with information on when and by whom the module was created, last edited, and, if applicable, last published. To make the changes visible to viewers of your portfolio, click the Publish Changes button. A confirmation screen confirms that the publication succeeded.
If you have added multiple modules on one page, you need to make sure you that you publish all the modules. Click Publish This Page to publish the entire page all at once.

Preview and Publish
You can choose to preview your work before you publish. Simply click the Preview tab. You should see in red that it’s still a Draft.
To publish, click the **Publish This Page** button and click **Publish All Changes**.

---

**Conversation**

As the administrator for your e-portfolio, you can allow other viewers to discuss and collaborate content on any page of your portfolio for feedback, support and ideas sharing.

First, the administrator needs to **Enable Comments** for Conversations to occur.

Click the **Portfolio Tools** on the top right of your screen > choose **Settings**. Under **Conversations** > choose **Yes, Enable Conversations**, and **Save**.
How do viewers start a conversation?

Select a portion of text and a **Discuss This** popup will appear. Type your comment and click **Send**. (Please note: Comments will need to be enabled for the e-Portfolio you are commenting on for Conversations to occur.)
As the administrator, you will see a blue marker next to the highlighted text. Click the blue marker to expand and read comments. Clicking the conversation marker will cause the whole conversation to appear to the right of the e-Portfolio's content area, where new comments in the same thread can also be added.

**Page Comments**

The dark gray Page Comments button allows you to make page-level comments or to see a list of all conversations happening on a particular page. Click on the Page Comments button to make a comment about the full page. Mouseover the button to reveal the Show All toggle that turns the overview on and off. Click on any conversation in the overview to go directly to that conversation.

**Comments**

As the administrator for your e-portfolio, you can allow other viewers to leave a comment on any page of your portfolio for feedback, support and ideas sharing.

After you are logged in to Digication, at the bottom of each page, you will see a Settings tab. Click this tab to define who you want to receive comments from and how you would like to make comments viewable within the e-portfolio page.
(Note: You can also click the Portfolio Tools button on top right of your screen > choose Settings. Under Comments, choose options for Allow Comments From and Show Comments.)
How can viewers leave comments?
Viewers can leave comments only if the administrator allows it. If comments is enabled, viewers can type their comments into the text box shown under "Leave A Comment" at the bottom of a page, and then click the "Leave your comment" button. (If you don't see the 'Leave a comment' area, you need to click on the following link to show it.

Show Comments (0) and Tags

If the e-Portfolio has been setup to approve comments immediately, they will display at the bottom of the page right away. However, some e-Portfolio owners choose to approve comments before they can show up. Some e-Portfolio owners also choose to keep comments private.

In the case that administrators choose to moderate comments, they will receive a notification email asking them to click on a link to approve or delete the comment.

How can administrators view comments?
Log in to Digication, go to the page and choose the View Comments tab at the bottom of the page.

How to approve or delete comments if you are logged in to Digication?
After you have logged in to Digication, go to the page and choose the Manage Comments tab at the bottom of the page, and then click the Approve or Delete button.
Change your Settings

1. Choose Portfolio Tools > Settings.
2. Here is where you can change your Title name, change template, permissions, tagging, comments, etc.
3. Make sure you click Save after you are finished.

Customize Directory Icon, Header Image, and Page Background

1. From Portfolio Tools, choose Settings, and then click the Customize button under Choose a Theme.
2. Browse and upload desired images to replace existing ones.
3. Click Save to save changes.

Delete your e-Portfolio

1. From Portfolio Tools, choose Settings, and then choose Delete.

Logout

1. Choose Logout from the top right before you close your browser.
Resources

Getting Help with Digication

Check the Digication support website at:
http://support.digication.com

For instructions on enabling Flash player in your browser:
https://support.digication.com/hc/en-us/articles/115003299287-Enabling-Flash-for-Digication

Resources

ETS online video:
https://myusf.usfca.edu/its/ets/digication-new

Download Training Document:
https://myusf.usfca.edu/its/ets/training-docs